Assistant to the Dean - Accountancy

Definition of Class
This is a non-supervisory position in which the incumbent provides academic advising and counseling, facilitates admissions and registration, supervises and coordinates the maintenance of student records, recruits new students and assists the Dean with administrative duties. Incumbent exercises discretion and independent judgment.

Examples of Work Performed
Advises students’ concerning requirements for obtaining a degree through the School of Accountancy.

Maintains students' records for class credit, calculates grade point averages and verifies requirements prior to graduating. Determines honors graduates and class marshal.

Recruits candidates for undergraduate and graduate school, including meeting with prospects to determine eligibility and conditions, and plans and supervises student orientations.

Advises students individually, approves schedules, and student enrollment into closed sections and all drop/add for each registration period.

Coordinates scheduling and staffing of Desoto and Tupelo School of Accountancy and coordinates the School of Accountancy programs for the Desoto and Tupelo Higher Education Centers.

Represents the School of Accountancy as needed at committee meetings and other functions, approves applications for the Bachelor of Accountancy degree, answers correspondence regarding request for information about the School of Accountancy, and other administrative duties as requested by the Dean.

Coordinates freshman and transfer orientation sessions and advises all new students.

Organizes registration instructions and registers students. Prepares schedule of classes with staff, room, and enrollment assignments for each academic session for approval from the Dean. Advises Dean of closed sections and needed changes in class offerings

Oversees all academic coordination and interface with Campus Management for the School of Accountancy. Enters semester schedule in Campus Management and retrieves all data for the School of Accountancy.

Performs similar or related duties as assigned or required.

Essential Functions
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Advises all accountancy majors regarding degree requirements in the School of Accountancy and maintains academic records.
2. Organizes registration instructions; advises Dean of closed sections and needed changes in class offerings; and registers students, when needed.
3. Provides services and various information to students that includes career opportunities and scholarships.

Minimum Qualifications
These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to The University of Mississippi's Department of Human Resources in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 10 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is frequently required to sit. The incumbent is periodically required to talk and hear. The incumbent is occasionally required to stand; walk; climb; reach with hands and arms; and stoop, kneel, crouch or bend.

**Experience/Educational Requirements:**

- **Education:** Bachelor's Degree from an accredited four-year college or university.

  AND

- **Experience:** Two years experience advising or administrative experience.

**Substitution Statement:**

Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Department of Human Resources in writing of any reasonable accommodation needed prior to the date of the interview.

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The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.